



# **Federal Voting Assistance Program**

## **Department of Defense Civilian Voting Assistance Officers Self-Administered Training**



# Introduction

Welcome to the 2010-2011 Voting Assistance Officer Training. This training provides information to help you carry out your duties as a Voting Assistance Officer (VAO) and conduct a successful voting assistance program.



# Training Goals

- This training program consists of five main sections:
  - UOCAVA, FVAP and You;
  - The Absentee Voting Process;
  - The Role of the Civilian Voting Assistance Officer;
  - Available Resources;
  - Quick Review and Certification

# Your Vote Counts

During the 2010 election cycle, a number of important offices and items will go before the voters:

- 38 United States Senators
- All Members of the U.S. House of Representatives
- 39 State and Territorial Governors
- State and Local Offices
- Ballot Questions and Referenda

# Your Vote Counts

## Recent Elections Potentially Decided by UOCAVA Voters:

- 2000: Florida Presidential Election;
- 2006: Virginia U.S. Senate Election;
- 2008: Alaska U.S. Senate Election;
- 2008: Minnesota U.S. Senate Election;
- 2009: New York 20<sup>th</sup> Cong. District Special Election.

***The margin of victory in many elections is small than the total number of votes cast by UOCAVA Voters!***



# UOCAVA, FVAP, and You

- The Director, Federal Voting Assistance Program (FVAP), administers the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* on behalf of the Secretary of Defense.
- *UOCAVA* requires each Federal department and agency with personnel covered by the Act to have a voting assistance program.
- The FVAP biennial Voting Action Plan and Department of Defense Directive 1000.4 establish policy and guidelines to assist you in carrying out an effective voting assistance program.
- Your job as a VAO is to help to ensure that citizens understand their voting rights and how to register and vote absentee under *UOCAVA*.

# UOCAVA, FVAP, and You

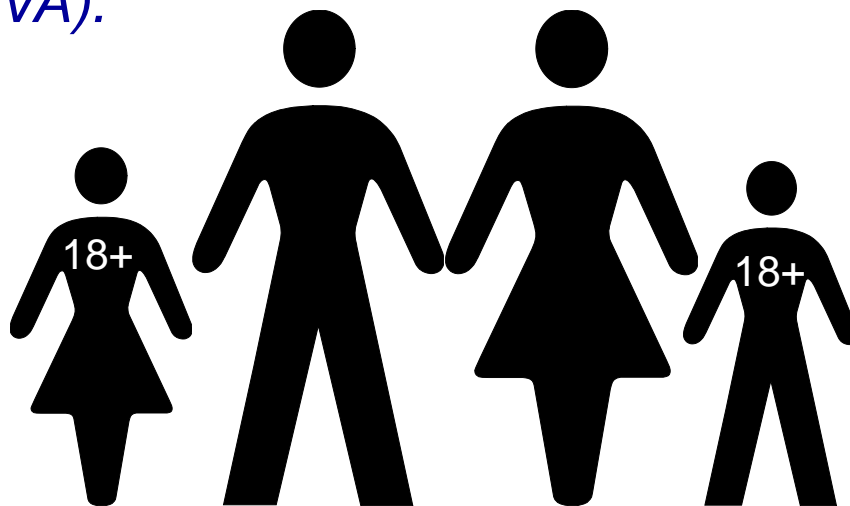
- *UOCAVA* requires States and territories to allow citizens covered under the Act to register and vote absentee for Federal offices.
- States and territories have their own laws that allow *UOCAVA* citizens to vote in State and local elections.
- U.S. citizens allowed to vote under *UOCAVA* include:
  - Members of the U.S. Uniformed Services (on active duty) and Merchant Marine;
  - Their family members.
  - U.S. citizens residing outside the U.S.
- *UOCAVA* covers more than six million potential voters worldwide.



# UOCAVA, FVAP, and You

The goals of the FVAP and VAOs worldwide are:

- Informing and educating U.S. citizens worldwide of their right to vote;
- Fostering voting participation;
- Protecting the integrity of, and enhancing, the electoral process at the Federal, State, and local levels, and;
- Promoting effectiveness and efficiency in the administration of the *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)*.





# UOCAVA, FVAP, and You

## Immediate Objectives:

- **1<sup>st</sup>: UOCAVA voting success rates to equal or exceed general population rates**
  - Increase absentee ballot cast rate;
  - Decrease registration/absentee ballot request failure rate;
  - Increase FWAB utilization/success rate.
- **2<sup>nd</sup>: UOCAVA voter participation rate to equal or exceed general population (by age group)**

# **Your Role as a Voting Assistance Officer**

# Your Role as a VAO

Your responsibilities as a VAO:

- Learn the absentee voting process.
- Become familiar with the *Voting Assistance Guide* (VAG) and the FVAP website ([www.fvap.gov](http://www.fvap.gov)).
- Receive VAO certification by attending an in-person FVAP workshop or through this CD Rom/web-based training.
- Expand citizen outreach to include civic groups, American Chambers of Commerce, colleges and universities, and similar organizations.
- Let others know that you are available as a resource and provide your contact information.
- Sign up to receive the FVAP News Releases (send an email to [vote@fvap.gov](mailto:vote@fvap.gov)).

# Your Role as a VAO



Your responsibilities as a VAO:

- Plan and ensure that overseas U.S. citizens and their eligible family members are informed of current absentee voting procedures.
- Ensure that there is an adequate supply of voting materials on hand year-round.
- Overseas Citizens Voters Week (June 28-July 7, 2010)
  - Plan voting assistance activities such as non-partisan voter registration drives.
- Absentee Voting Week (September 27-October 4, 2010)
  - During Absentee Voting Week, use media to notify voters to return the voted ballot immediately, and notify those who have not received their ballot to use the Federal Write-In Absentee Ballot.

# Your Role as a VAO

Your responsibilities as a VAO:

- Ensure delivery of the Federal Post Card Application to unit members and their dependents:
  - By January 15<sup>th</sup> of each year
  - By July 15<sup>th</sup> of each even numbered year
- Remind voters in your area of responsibility who have received the FVAP Post Election Survey to complete it and return it immediately.

## Your Role as a VAO

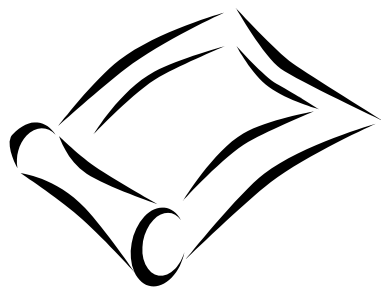
Your responsibilities as a VAO:

- Federally employed VAOs may provide only non-partisan voting procedures and information.
- You may not distribute any literature from candidates, political parties, or partisan organizations.
- Organizations become partisan when they endorse or imply endorsement of candidates or identify with issues in a campaign.
- The Hatch Act provides information on political activities by government employees ([www.osc.gov/hatchact.htm](http://www.osc.gov/hatchact.htm)).

## Your Role as a VAO

### The Voting Action Plan:

- The FVAP provides a biennial Voting Action Plan to implement the requirements of *UOCAVA* and Department of Defense Directive 1000.4 and to ensure that *UOCAVA* voters are provided all necessary voting information.
- Each Executive Branch Agency has an internal voting action plan. To get a copy of this plan, contact your Chief Voting Action Officer.



## Your Role as a VAO

Creating an effective voting assistance plan:

- Display the 2010 Election Dates and motivational posters.
- Reach out to younger citizens (18-24) who have statistically lower voter participation rates.
- Include American organizations, associations and corporations in your absentee voting activities.



**2010 Election Dates**  
Honor the past, support the future - vote!  
The General Election is Tuesday, November 2, 2010.

State	State Primary	State Runoff Primary (if necessary)	General Election		Early Voting
			U.S. Senate	U.S. Representative	
Alabama	June 1	May 18	Yes	2	Yes
Alaska	August 24	.....	Yes	1	Yes
Alaska-Native	.....	.....	Yes	1	Yes
Arizona	August 21	June 8	Yes	4	Yes
Arkansas	May 18	.....	Yes	4	Yes
California	June 8	.....	Yes	19	Yes
Colorado	August 30	.....	Yes	2	Yes
Connecticut	September 14	.....	Yes	1	Yes
Delaware	September 14	.....	Yes	1	Yes
District of Columbia	September 14	.....	Yes	1	Yes
Florida	August 21	May 20	Yes	23	Yes
Georgia	.....	August 16	Yes	10	Yes
Hawaii	September 4	.....	Yes	1	Yes
Idaho	September 14	.....	Yes	2	Yes
Illinois	May 22	.....	Yes	5	Yes
Indiana	September 1	.....	Yes	10	Yes
Iowa	May 4	.....	Yes	6	Yes
Kansas	June 8	.....	Yes	4	Yes
Kentucky	May 18	.....	Yes	4	Yes
Louisiana	August 24 (2nd Party)	October 2 (2nd Party)	Yes	2	Yes
Maine	September 14	.....	Yes	2	Yes
Maryland	September 14	.....	Yes	6	Yes
Massachusetts	September 14	.....	Yes	10	Yes
Michigan	June 1	.....	Yes	6	Yes
Minnesota	September 14	.....	Yes	4	Yes
Mississippi	June 1	.....	Yes	1	Yes
Montana	June 8	.....	Yes	1	Yes
Nebraska	May 18	.....	Yes	2	Yes
Nevada	September 14	.....	Yes	3	Yes
New Hampshire	.....	.....	Yes	2	Yes
New Jersey	June 8	.....	Yes	13	Yes
New Mexico	June 1	.....	Yes	2	Yes
New York	September 14	.....	Yes	19	Yes
North Carolina	May 18	June 12	Yes	10	Yes
Ohio	May 18	.....	Yes	14	Yes
Oklahoma	May 18	.....	Yes	3	Yes
Oregon	May 18	.....	Yes	3	Yes
Pennsylvania	May 18	.....	Yes	19	Yes
Rhode Island	September 14	.....	Yes	2	Yes
South Carolina	June 8	.....	Yes	4	Yes
South Dakota	June 8	.....	Yes	1	Yes
Tennessee	August 1	.....	Yes	2	Yes
Texas	March 2	.....	Yes	32	Yes
Utah	August 21	.....	Yes	2	Yes
Vermont	September 14	.....	Yes	1	Yes
Virginia	September 14	.....	Yes	1	Yes
Washington	June 8	.....	Yes	1	Yes
West Virginia	August 1	.....	Yes	3	Yes
Wisconsin	September 14	.....	Yes	1	Yes
Wyoming	August 1	.....	Yes	1	Yes

\*\*See Note on Congressional Districts: \*\*Some States & DC have Congressional Districts of 4 or more. Note that for absentee voting in certain states (e.g., DC), there may be a deadline for absentee voting for certain districts and counties.

For Voting Assistance Officer to:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**FVAP**  
FEDERAL VOTING ASSISTANCE PROGRAM  
1-800-438-VOTE (8683)  
Always bring this card to your local election office.  
Available online at www.fvap.gov



## Your Role as a VAO

### Creating an effective voting assistance plan (continued)

- Disseminate copies of the “Frequently Asked Questions” for Overseas Citizens”.
- Send your good ideas and lessons learned to your Chief Voting Action Officer.

# Your Role as a VAO

## VAO Material Checklist:

- Command Support
- Letter of Designation from your Supervisor
- Voting Assistance Materials
- Time and Resources dedicated to VAO Duties
- Assistant VAO
- Bookmark online forms and FVAP Website

*Instructions on how to order materials are in  
Chapter 3 of the Voting Assistance Guide*

# Your Role as a VAO

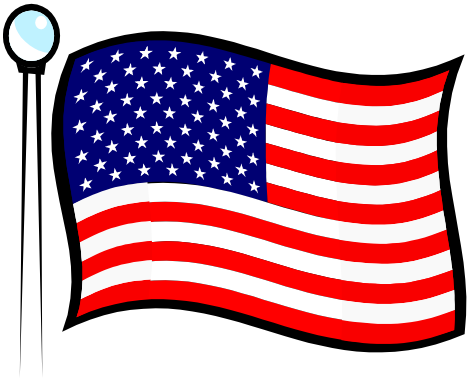
## Voting Emphasis Weeks:

- Armed Forces and Overseas Citizens Voters Week
  - June 28-July 7, 2010
  - Stress completion and submission of FPCA
  
- Absentee Voting Week
  - September 27-October 4, 2010
  - Stress completion and submission of State ballots and FWAB

# Your Role as a VAO

This section of the VAO training program will provide you with information on:

- Your Service Voting Action Officer (SVAO)
- Your responsibilities as a VAO
- The voting assistance plan
- The continuity folder



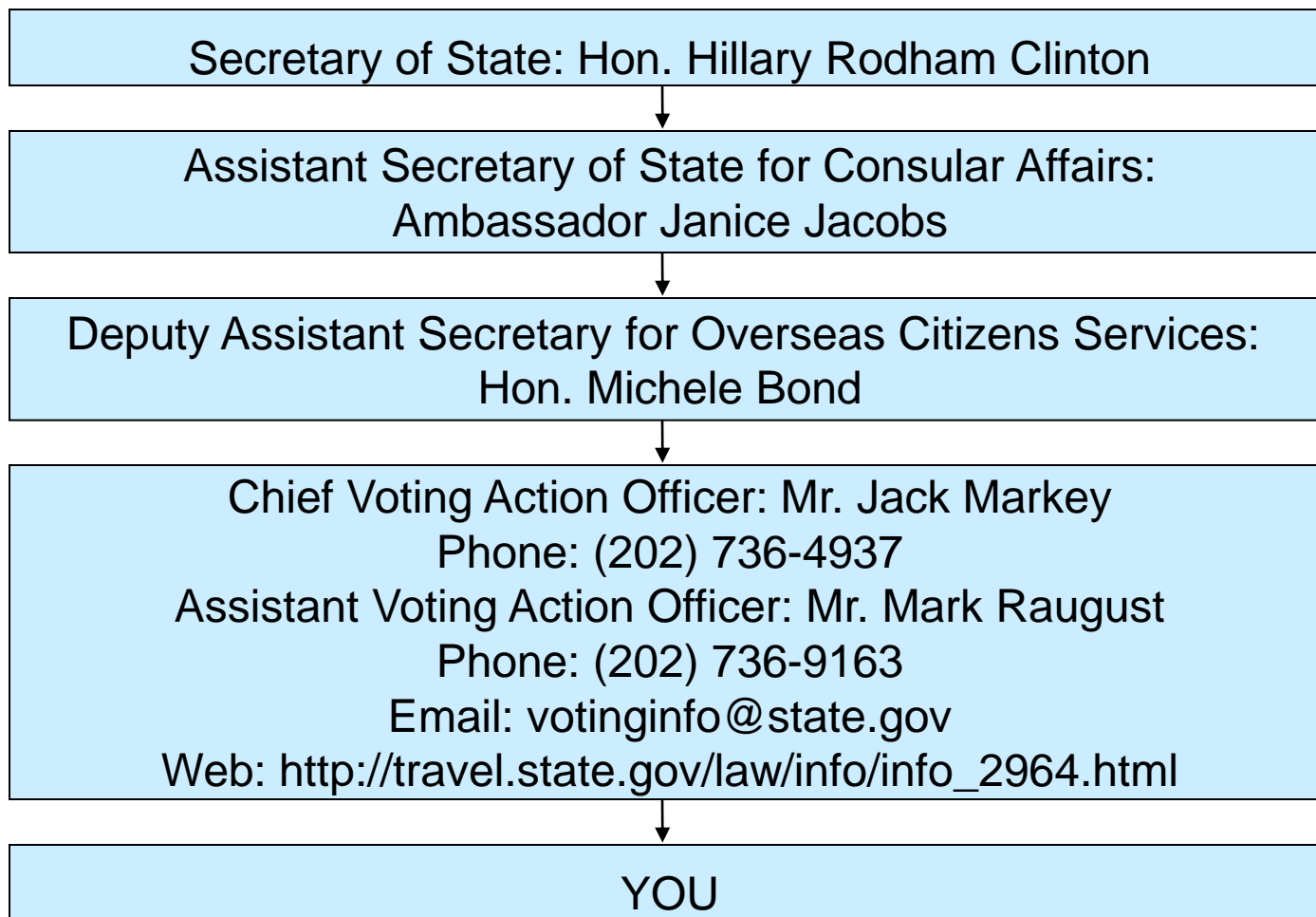
# The Civilian Voting Assistance Officer

- Within the Department of State, individuals at varying levels are responsible for implementing, managing, and carrying out voting assistance operations.
- The following slides provide an overview of voting assistance operations within the Department of State.



# The Civilian Voting Assistance Officer

## State Department Voting Assistance Program



# Your Role as a VAO

## The Continuity Folder/File:

- Create and maintain a continuity folder for your reference and to ensure that your successor understands what he or she is supposed to do.
- The continuity folder will help you demonstrate to the Inspector General that you are fulfilling your duties.
- The continuity folder should include the following:
  - Current *Voting Assistance Guide*
  - Absentee voting forms (FPCA, FWAB)
  - VAO designation letter
  - Election Dates Calendar
  - Voting assistance good ideas and lessons learned
  - Recent Voting News Releases
  - VAO Training and Certificate



# **Voting by Absentee Ballot**



# Voting by Absentee Ballot

## Voting Requirements:

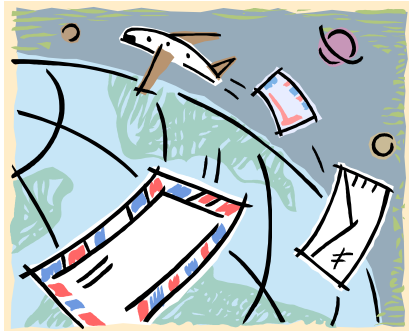
- A voter must be a U.S. citizen, and;
- At least 18 years old on Election Day in order to vote (some States permit a 17-year old to vote in primary election if he or she will be 18 by the date of the general election).



# Voting by Absentee Ballot

## The Voting Process:


- The absentee voting process permits citizens covered by *UOCAVA*, who will be away from their local polling places on Election Day, to register, request a ballot, and vote through the mail (or an alternative method if allowed by the State).
- In order to receive a ballot in a timely manner, it is very important that citizens keep their local election officials informed of address changes.



# Voting by Absentee Ballot

## The Absentee Voting Process

Step 1: Complete the FPCA to register and request your absentee ballot from your election official



Step 2: Election official approves your FPCA and sends you a blank absentee ballot



Step 3: Complete the FWAB to ensure that your vote is received in time to be counted



Step 4: Complete the Absentee Ballot and return it to your election official



Step 5: Your vote is counted.

# Voting by Absentee Ballot

## The Federal Post Card Application:

- The Federal Post Card Application (FPCA) is a postage-paid postcard for use by absentee voters covered under UOCAVA and is available through service distribution channels;
- The FPCA is also available for free at [www.fvap.gov](http://www.fvap.gov);
- Use the *Voting Assistance Guide* to find voting procedures for all States and territories, including:
  - Registration and ballot request deadlines;
  - State ballot mail out timeframes;
  - Ballot return deadlines;
  - Electronic transmission alternatives.

# Voting by Absentee Ballot

## The Federal Post Card Application:

- The FPCA serves as a valid request for absentee voter registration and/or absentee ballot request, regardless of whether the sender was registered prior to submitting the FPCA.
- FVAP recommends that each citizen submit an FPCA to his or her State of legal residence in January of each year and each time there is a change in the citizen's mailing address and before each election held in their State.

# Voting by Absentee Ballot

## The Federal Post Card Application

FPCA SF-76(Front)

FPCA SF-76 (Back)

FPCA SF-76A (Online)

(After completion, fold to inside and seal before mailing.)  
WARNING: Knowingly presenting false information in this application could result in criminal sanctions.

Standard Form 76 (Rev. 10-2005)

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one):  
☐ (a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT  
☐ (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY  
☐ (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. PERMANENTLY

2. MY INFORMATION (Required)  
 a. TYPE OR PRINTED NAME (Last, First, Middle) \_\_\_\_\_ b. PREVIOUS NAME (If applicable) \_\_\_\_\_  
 c. SEX ☐ M ☐ F d. RACE \_\_\_\_\_ e. DATE OF BIRTH \_\_\_\_\_ f. SOCIAL SECURITY NUMBER \_\_\_\_\_ g. STATE DRIVER'S LICENSE OR ID NUMBER \_\_\_\_\_  
 h. TELEPHONE NUMBER (No 20% number; include all international prefixes) \_\_\_\_\_ i. FAX NUMBER (No 20% number; include all international prefixes) \_\_\_\_\_  
 j. MAIL ADDRESS \_\_\_\_\_  
 k. MY VOTING RESIDENCE ADDRESS (Required) (Citizens use age, residence, business address, last and next registration in U.S.) \_\_\_\_\_  
 l. NUMBER AND STREET (Don't put a P.O. box) \_\_\_\_\_  
 m. CITY, TOWN OR VILLAGE \_\_\_\_\_ n. COUNTY \_\_\_\_\_ o. STATE \_\_\_\_\_ p. ZIP CODE \_\_\_\_\_  
 q. WHERE TO SEND MY VOTING MATERIALS \_\_\_\_\_  
 r. MY CURRENT ADDRESS (Where I live now) (Required) \_\_\_\_\_ s. MY PERMANENT ADDRESS (Where I live permanently; complete only if you do not want your ballot mailed to the address in Block 4) \_\_\_\_\_  
 t. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE BY: ☐ MAIL ☐ FAX ☐ EMAIL  
 u. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections) \_\_\_\_\_  
 v. ADDITIONAL INFORMATION (Complete the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.) \_\_\_\_\_  
 w. AFFIRMATION (Required)  
 I swear or affirm, under penalty of perjury, that:  
 1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and  
 2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and  
 3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and  
 4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and  
 5. My signature and date below indicate when I completed this document, and  
 6. The information on this form is true and complete to the best of my knowledge.  
 I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ M M D D Y Y Y Y  
 (Witness/Notary and address if required) \_\_\_\_\_ Date: \_\_\_\_\_ M M D D Y Y Y Y  
 The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

Standard Form 76 Back (Rev. 10-2005)

**PRIVACY ACT STATEMENT**  
 AUTHORITY: 42 USC 19731e. This 1. Registration and Voting by Absentee Ballot (FPCA) is a collection of information for the purpose of providing a ballot to the voter. The information is collected from the voter and is used to provide a ballot to the voter. The information is not shared with any other agency or organization. The information is not used for any other purpose. The information is not used for any other purpose. The information is not used for any other purpose.

**Block 4 WHERE TO SEND MY VOTING MATERIALS.** Block 4 is the complete mailing address where you are now living. If you have an alternate address or an address of a mail forwarding service that delivers your mail more quickly, enter that address in Block 4. If you own shares of stock, please indicate the address in Block 4. If you are a member of a local union, please indicate the address in Block 4. If you are a member of a local union, please indicate the address in Block 4. If you are a member of a local union, please indicate the address in Block 4.

**Block 5 MY POLITICAL PARTY PREFERENCE.** This is an optional entry. However, this information is required by some states in order to vote in primary elections. Consult the Voting Assistance Guide for any specific state information required.

**Block 6 ADDITIONAL INFORMATION.**  
 (1) Provide any information that you want the local election official to know about your situation. It would be helpful if you provide the date you moved to the address in Block 4 and if you list a name and telephone number of a local contact in the event the local election official cannot contact you and has a question concerning the application.  
 (2) If you were previously registered to vote in a jurisdiction other than the one in which you are applying, indicate previously registered in (jurisdiction).  
 (3) Submission of this form serves as a request to receive ballots for all Federal elections held through the next two regularly scheduled general elections. If you do not wish to receive ballots for that length of time, you may request a ballot for each election for Federal office held in the next election year (2006) to be held for the next scheduled election (the Federal office by voting your choice in Block 6). (Depending on your state of residence, you may also receive ballots for state and local offices during the selected period in which.)  
 (4) If your state provides a special-use absentee ballot and you are requesting one, indicate the reason you are requesting a special-use absentee ballot on the back of the ballot and attach it to this form.

**Block 7 AFFIRMATION.** Swear that you read the entire form, and enter the date you completed the form in the space provided. Not all states require a witness or notary, and state laws vary regarding the voting of convicted felons. Consult your state section of the Voting Assistance Guide for your state's requirements.

**MAILING INSTRUCTIONS.** Fold and seal using the adhesive strip at the top. Put local election official's address in on the outside. DO NOT STAPLE.

FROM: \_\_\_\_\_  
 (Your name and current complete military or overseas mailing address)

U.S. Postage Paid  
 39 USC 3406

PAR AVION

OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL

NO POSTAGE NECESSARY IF THE U.S. MAIL - DMN 7505.6-0

TO: \_\_\_\_\_

(After completion, fold to inside and seal before mailing.)  
WARNING: Knowingly presenting false information in this application could result in criminal sanctions.

Standard Form 76 (Rev. 10-2005)

**REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)**

1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM (Mark only one):  
☐ (a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT  
☐ (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY  
☐ (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. PERMANENTLY

2. MY INFORMATION (Required)  
 a. TYPE OR PRINTED NAME (Last, First, Middle) \_\_\_\_\_ b. PREVIOUS NAME (If applicable) \_\_\_\_\_  
 c. SEX ☐ M ☐ F d. RACE \_\_\_\_\_ e. DATE OF BIRTH \_\_\_\_\_ f. SOCIAL SECURITY NUMBER \_\_\_\_\_ g. STATE DRIVER'S LICENSE OR ID NUMBER \_\_\_\_\_  
 h. TELEPHONE NUMBER (No 20% number; include all international prefixes) \_\_\_\_\_ i. FAX NUMBER (No 20% number; include all international prefixes) \_\_\_\_\_  
 j. MAIL ADDRESS \_\_\_\_\_  
 k. MY VOTING RESIDENCE ADDRESS (Required) (Citizens use age, residence, business address, last and next registration in U.S.) \_\_\_\_\_  
 l. NUMBER AND STREET (Don't put a P.O. box) \_\_\_\_\_  
 m. CITY, TOWN OR VILLAGE \_\_\_\_\_ n. COUNTY \_\_\_\_\_ o. STATE \_\_\_\_\_ p. ZIP CODE \_\_\_\_\_  
 q. WHERE TO SEND MY VOTING MATERIALS \_\_\_\_\_  
 r. MY CURRENT ADDRESS (Where I live now) (Required) \_\_\_\_\_ s. MY PERMANENT ADDRESS (Where I live permanently; complete only if you do not want your ballot mailed to the address in Block 4) \_\_\_\_\_  
 t. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE BY: ☐ MAIL ☐ FAX ☐ EMAIL  
 u. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections) \_\_\_\_\_  
 v. ADDITIONAL INFORMATION (Complete the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.) \_\_\_\_\_  
 w. AFFIRMATION (Required)  
 I swear or affirm, under penalty of perjury, that:  
 1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and  
 2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and  
 3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and  
 4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and  
 5. My signature and date below indicate when I completed this document, and  
 6. The information on this form is true and complete to the best of my knowledge.  
 I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ M M D D Y Y Y Y  
 (Witness/Notary and address if required) \_\_\_\_\_ Date: \_\_\_\_\_ M M D D Y Y Y Y  
 The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

# Voting by Absentee Ballot

## The Federal Post Card Application

- As a VAO, citizens will come to you for assistance in filling out the forms required to register and vote absentee under *UOCAVA*.
- The following slides will walk through the process of completing and submitting the FPCA and the Federal Write-In Absentee Ballot.
- This process will be presented from your standpoint as a VAO providing assistance to a U.S. citizen, Jane, who is working temporarily overseas in England and wants to register and vote in the November General Election.

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 1: Register/Request Ballot

- Because Jane is outside the U.S. temporarily, she will check box (b).
- This information determines, in some states, whether a voter receive a partial ballot (only Federal offices) or full ballot (Federal and non-Federal).

REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)	
1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM <i>(Mark only one)</i> :	
<input type="checkbox"/>	(a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT
<input checked="" type="checkbox"/>	(b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY
<input type="checkbox"/>	(c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY



# Voting by Absentee Ballot

## Completing the FPCA:

### Block 1: Register/Request Ballot

- How to distinguish block 1(b) from 1(c):
  - Marking block 1(b) generally means that you were a resident of that State before departing the U.S. and your intent to return at some time in the future is uncertain.
  - Marking block 1(c) applies for a federal ballot only (if one is printed by the state).

#### REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

1. I REQUEST ABSENTEE BALLOTS FOR ALL ELECTIONS IN WHICH I AM ELIGIBLE TO VOTE AND I AM *(Mark only one)*:

- ☐ (a) A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT
- ☐ (b) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY
- ☐ (c) A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 2: My Information

- Information on race is requested by some states, but Jane's application will not be rejected if she leaves it blank.
- You encourage Jane to provide a telephone, fax number, and email, which will help the local election official communicate with her and resolve any questions regarding the FPCA.

2. MY INFORMATION									
a. TYPED OR PRINTED NAME (Last, First, Middle)						SUFFIX (Jr., Sr., III, etc.)		b. PREVIOUS NAME (if applicable)	
Smith, Jane, Lorraine									
c. SEX		d. RACE		e. DATE OF BIRTH		f. SOCIAL SECURITY NUMBER		g. STATE DRIVER'S LICENSE OR I.D. NUMBER	
<input type="checkbox"/> M <input checked="" type="checkbox"/> F				05/17/1985		- 1125 XY-1452571772			
h. TELEPHONE NUMBER (No DSN number; include all international prefixes)						i. FAX NUMBER (No DSN number; include all international prefixes)			
23-145-14-5777 145						23-145-14-67879145			
j. EMAIL ADDRESS									
jj.pdf57@hawks.toot h.com									

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 3: My Voting Residence

- The information that Jane enters here will determine which ballot she will be sent.
- Note: **never** use a post office box.
- Jane thinks that her voting residence is in California, but she has asked you for help in making sure.
- The following slides will provide some general guidelines on this topic and discuss where Jane is able to vote.

3. MY VOTING RESIDENCE ADDRESS (Required) <small>(Military, use legal residence. Overseas citizens, use last legal residence in U.S.)</small>																												
a. NUMBER AND STREET <small>(Cannot be a P.O. Box)</small>																												
122	M	a	p	l	e	T	e	r	r	a	c	e																
b. CITY, TOWN OR VILLAGE					c. COUNTY			d. STATE	e. ZIP CODE																			
M	a	y	v	i	l	l	e	S	o	m	e	w	h	e	r	e	C	A	9	5	5	5	1	-	1	0	0	7

# Voting by Absentee Ballot

## Voting Residence:

- Each voter must have a legal residence address in a state or territory to vote in U.S. elections.
- Your right to vote in your State and determination of your voting precinct depend on the physical location of your residence while you were in the State.
- Final determinations on issues of voting residence are made by the local election officials.
- Voters should provide as much information as possible on the FPCA to help ensure successful registration and ballot request.
- Always check with legal counsel if you have questions about legal residence.

# Voting by Absentee Ballot

## Voting Residence: Overseas Citizens

- A citizen outside the United States (not affiliated with the federal government) can vote in the state or territory where he or she last resided immediately prior to departing the United States even if many years have elapsed, and the voter maintains no residence in the state or territory, and the voter's intent to return to that state or territory may not be certain.
- As for Jane, since California is where she had her last legal residence before departing for England, California is where she will vote absentee.

**CHECK WITH YOUR LEGAL COUNSEL IF YOU HAVE  
QUESTIONS ABOUT LEGAL RESIDENCY!**

# Voting by Absentee Ballot

Citizens who have never resided in the U.S.:

As of November 2009, the following states allow U.S. citizens who have never resided in the U.S. to vote through their parents last legal voting residence in the U.S.:

- **Arizona**
- **Colorado**
- **Delaware**
- **Georgia**
- **Hawaii**
- **Iowa**
- **Massachusetts**
- **Michigan**
- **Nebraska**
- **New York**
- **North Dakota**
- **Oklahoma**
- **Rhode Island**
- **Tennessee**
- **Washington**
- **West Virginia**
- **Wisconsin**

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 4: Where to Send My Voting Materials

- Since Jane is renting a home in England, she enters her mailing address at that location (section 4a).
- You remind Jane to notify her local election official ASAP if/when she has an address change.
- Jane can check the VAG to see if her state permits faxing or emailing of the ballot.

4. WHERE TO SEND MY VOTING MATERIALS	
a. MY CURRENT ADDRESS (Where I live now) (Required)	b. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)
Jane Lorraine Smith	
100 FVAP Drive	
London WIP7HR	
England	
c. I PREFER TO RECEIVE MY ABSENTEE BALLOT, AS PERMITTED BY MY STATE, BY:	
<input type="checkbox"/> MAIL	<input type="checkbox"/> FAX <input type="checkbox"/> EMAIL

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 4: Where to Send My Voting Materials

- Block 4(b) of the FPCA includes a section that a voter can use to enter a forwarding address (section 4b).
- For example, Jane's co-worker Joanne is working temporarily in a rural part of Mexico that has unreliable mail service.
- Joanne enters her current address in Mexico, but also provides a forwarding address to her company's El Paso Texas office.
- When Joanne's ballot arrives at the El Paso office, a corporate or private courier service will deliver the ballot to Joanne in Mexico.



# Voting by Absentee Ballot

## Completing the FPCA:

### Block 5: My Political Party Preference

- Political party preference is required in most states to participate in partisan primary elections.
- In a partisan primary election, candidates from a political party are chosen to represent that party in a subsequent general election.
- After checking her state's requirements in the VAG, Jane decides to enter her political party preference.
- Note that even if Jane did not enter party preference, she would still receive the November general election ballot.

**5. MY POLITICAL PARTY PREFERENCE** *(Optional, but may be required by states to register to vote in primary elections):*

A	b	c	d	e	f		P	a	r	t	y						
---	---	---	---	---	---	--	---	---	---	---	---	--	--	--	--	--	--

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 6: Additional Information

- Provide any additional information in this box that may assist your Local Election Official with processing your form.
- Your State also may require additional language be included in this box.

**6. ADDITIONAL INFORMATION** *(Designate the period for which you want to receive ballots - see instructions for Block 6, paragraph (3). Consult the Voting Assistance Guide for other specific state instructions.)*

Last date lived in California: December 2009.

I cannot vote by mail during the normal vote-by-mail period due to military or other  
contingencies that preclude normal mail delivery. I will be working overseas in London. I request  
a special absentee ballot.

# Voting by Absentee Ballot

## Completing the FPCA:

### Block 7: Affirmation

- After reading the affirmation, Jane signs and dates the application.
- You remind Jane that by signing the FPCA, she is verifying her information under the penalty of perjury.

---

#### 7. AFFIRMATION (Required)

I swear or affirm, under penalty of perjury, that:

1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and
2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and
5. My signature and date below indicate when I completed this document, and
6. The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signed: Jane Smith

Date: 01-15-2010  
(MMDDYYYY)

Signed: \_\_\_\_\_  
(Witness/Notary and Address (if required))

Date: \_\_\_\_\_  
(MMDDYYYY)

The information contained here is for official use only. Any unauthorized release of this information may be punishable by law.

# Voting by Absentee Ballot

Jane is now ready to mail her FPCA:

- First, she checks her state's requirements in the VAG to make sure she complies with any/all state deadlines.
- Next, she looks in her state's section of the VAG for the mailing address of her local election official.
- She enters the complete address of the local election official on the FPCA mailing envelope.
  - If she mails her FPCA through the U.S. Post Office (including APO/FPO) or diplomatic pouch, she should not write "USA" in the address line of the mailing envelope, as this could cause delay.
  - If Jane was using a foreign country's postal service, she would have to apply local postage, and she should write "USA" in the address line of the mailing envelope.

# Voting by Absentee Ballot

## How to Send It:

- Cardstock version of the FPCA is postage-paid in the US Mails.
  - U.S. Postal Service
  - Military Postal Service
  - State Department Pouch Mail
- Online version must be placed in an envelope and postage is not automatically paid.
  - Postage Paid envelope template available at <http://www.fvap.gov/resources/media/returnenvelope.pdf>

# Voting by Absentee Ballot

- When the local election official receives Jane's FPCA he/she will process the form and send the ballot to Jane's mailing address, provided that Jane meets the state residency requirements and his FPCA was fully completed.
- Jane is encouraged to call, fax, or email her local election official to verify that her application was processed.
- Jane should receive her regular state absentee ballot from the local election official in time for her to vote and return the ballot by the state's deadline for counting.



# Voting by Absentee Ballot

## Top Reasons why an FPCA Cannot be Processed:

- Inadequate or No Legal Voting Residence Address
- Inadequate or Illegible Current Mailing Address
- Illegible Writing
- Applying to the Wrong Jurisdiction
- Failure to Indicate Party Preference (for Primary Elections)
- Form not signed and/or dated
- Received too late
- Form not completed
- Envelope lacks proper postage



# Voting by Absentee Ballot

## Consequences of Failure

**YOU MAY BE UNABLE TO  
SUCCESFULLY RECEIVE  
AND CAST YOUR BALLOT**



# Voting by Absentee Ballot

## Electronic Transmission:

- All States and territories will transmit a blank ballot through electronic transmission (fax or email).
- Many states will allow you to submit your FPCA or return your voted ballot by fax or email.
- The *Voting Assistance Guide* details which electronic alternatives are available in each State and territory.
- Refer to the *Voting Assistance Guide* for detailed transmittal instructions.



# Voting by Absentee Ballot

## FVAP Electronic Transmission Service:

FVAP provides toll-free fax and email support to Uniformed Services members, family members and overseas citizens.

- Fax: DSN faxing and toll-free fax numbers in 51 countries
  - <http://www.fvap.gov/contact/tollfreefax.html>
- Email: Send materials in PDF form to [ets@fvap.gov](mailto:ets@fvap.gov)
  - Where allowed by your State, you may also send your election materials to this email address for email-to-fax conversion.

# Voting by Absentee Ballot

## The Federal Write-in Absentee Ballot:

- Occasionally, even though a *UOCAVA* voter has submitted a complete and timely FPCA, he/she may not receive the ballot in time to return it by the State's deadline.
- In situations like this, *UOCAVA* citizens may use the Federal Write-In Absentee Ballot (FWAB).
- The FWAB is a ballot that can be used by *UOCAVA* citizens in all general elections for Federal offices.
- The FWAB is pre-positioned at embassies and consulates throughout the world and available online at [www.fvap.gov](http://www.fvap.gov).

# Voting by Absentee Ballot

## The Federal Write-in Absentee Ballot:

- You can submit the FWAB at any time, and multiple times (though only one will be counted).
- In most cases you can only use the FWAB to vote for Federal offices in general elections.
- Some States have expanded the use of the FWAB to include:
  - Voting in primary, run-off, and special elections;
  - Voting for offices other than Federal offices;
  - Use as a registration and ballot request.
- You should still return your regular State ballot.
- Submit the FWAB no later than 30 days before the election.

# Voting by Absentee Ballot

## The Federal Write-in Absentee Ballot

FWAB SF-186

FWAB SF-186A(Online)

**WARNING:** Knowingly presenting false information in this application could result in criminal sanctions. (Standard Form 186A (Rev. 10-2005))

**VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)**

1. I AM (Mark only one):

☐ A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT

☐ A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

☐ A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY

1a. I ALSO REQUEST VOTER REGISTRATION (where permitted by state law): ☐

2. MY INFORMATION (Required)

2.1. PRINTED NAME (Last, First, Middle): \_\_\_\_\_

2.2. DATE OF BIRTH (MM/DD/YYYY): \_\_\_\_\_

2.3. SOCIAL SECURITY NUMBER: \_\_\_\_\_

2.4. STATE DRIVER'S LICENSE OR I.D. NUMBER: \_\_\_\_\_

2.5. PREVIOUS NAME (If applicable): \_\_\_\_\_

2.6. TELEPHONE NUMBER (NO DASHES) (Include area number in parentheses): \_\_\_\_\_

2.7. FAX NUMBER (NO DASHES) (Include area number in parentheses): \_\_\_\_\_

3. MY VOTING RESIDENCE ADDRESS (Required) (Army, use legal residence. Overseas citizens, use last legal residence in U.S.)

3.1. NUMBER AND STREET (Include ZIP+4): \_\_\_\_\_

3.2. CITY, TOWN OR VILLAGE: \_\_\_\_\_

3.3. COUNTY: \_\_\_\_\_

3.4. STATE: \_\_\_\_\_

3.5. ZIP CODE: \_\_\_\_\_

4. WHERE TO SEND MY VOTING MATERIALS

4.1. MY CURRENT ADDRESS (Include ZIP+4) (Required): \_\_\_\_\_

4.2. MY HOME/WORKING ADDRESS (If other) (Include ZIP+4) (If you do not want your ballot mailed to the address in 4.1): \_\_\_\_\_

5. MY POLITICAL PARTY PREFERENCE (Optional, but may be required by states to register to vote in primary elections): \_\_\_\_\_

6. ADDITIONAL INFORMATION (Overseas the period for which you want to receive future ballots. See instructions. Consult your state pages of the Voting Assistance Guide for additional information requested): \_\_\_\_\_

7. AFFIRMATION: (Required)

I swear or affirm, under penalty of perjury, that:

- I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or a U.S. citizen residing outside the U.S. indefinitely.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and
- I am not requesting a ballot, or voting in any other jurisdiction in the U.S., and
- My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the state deadline, whichever is later, and
- I have not received the requested ballot, and
- I understand that my regular absentee ballot is received by the local election official in time to be counted, that ballot will be counted and this ballot will be counted, and
- I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under state or federal law and have not been intimidated, and
- I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my state has made special provisions to assist me to mail this ballot outside the U.S., and
- My signature and date below indicate when I completed this document, and
- The information on this form is true and complete to the best of my knowledge.

I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY) Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (MM/DD/YYYY)

The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.

**OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT**

PRESIDENT/VICE PRESIDENT

U.S. SENATOR

U.S. REPRESENTATIVE/DELEGATE\*\*/RESIDENT COMMISSIONER\*\*

**ADDENDUM**

Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas citizens in elections other than general elections or for offices other than Federal offices. Consult your state section in the Voting Assistance Guide to determine your state's policy. If you are eligible to use this ballot to vote for offices/candidates other than those listed above, please indicate in the space provided below the offices for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote.

OFFICE: \_\_\_\_\_

CANDIDATE NAME or PARTY AFFILIATION: \_\_\_\_\_

Standard Form 186 (Rev. 2005)

(Indicate here)

(Use reverse side for additional space)

**OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT**

**SECURITY ENVELOPE**

(ONLY PUT VOTED BALLOT INSIDE THIS ENVELOPE)

Standard Form 186 (Rev. 2005)

**OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT**

PRESIDENT/VICE PRESIDENT

U.S. SENATOR

U.S. REPRESENTATIVE/DELEGATE\*\*/RESIDENT COMMISSIONER\*\*

**ADDENDUM**

Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas citizens in elections other than general elections or for offices other than Federal offices. Consult your state section in the Voting Assistance Guide to determine your state's policy. If you are eligible to use this ballot to vote for offices/candidates other than those listed above, please indicate in the space provided below the offices for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote.

OFFICE: \_\_\_\_\_

CANDIDATE NAME or PARTY AFFILIATION: \_\_\_\_\_

Standard Form 186A (Rev. 10-2005)

Ballot

(Use reverse side for ADDENDUM space)

# Voting by Absentee Ballot

- It is 34 days before the general election, and Jane has returned to you for additional assistance.
- Jane has not received her absentee ballot and she is concerned that there is not enough time to return it in a timely manner if/when she does get it.
- As a VAO, you know that FVAP recommends that a *UOCAVA* voter who has not received his/her ballot should complete and submit the FWAB no later than the 30<sup>th</sup> day before the election.



# Voting by Absentee Ballot

## Completing the FWAB:

- First, you tell Jane to read all instructions carefully before completing the Declaration/Affirmation, which is very similar to the FPCA.
- Next, you notify Jane that, as with the FPCA, some States require that a notary/witness sign the FWAB, so she should check the VAG to find out what is required in her State.
- Jane signs and dates at the bottom of Declaration/Affirmation.

WARNING: Knowingly presenting false information in this application could result in criminal sanctions. Standard Form 185A (Rev. 10-2005)

VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)				
1. a. I AM (Mark only one):				
<input type="checkbox"/> A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT <input type="checkbox"/> A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY <input type="checkbox"/> A U.S. CITIZEN RESIDING OUTSIDE THE U.S. INDEFINITELY				
1. b. I ALSO REQUEST VOTER REGISTRATION (where permitted by state law) <input type="checkbox"/>				
2. MY INFORMATION (Required)				
3. TYPED OR PRINTED NAME (Last, First, Middle)			4. SUFFIX (Jr., Sr., III, etc.)	
5. PREVIOUS NAME (If applicable)				
6. SEX <input type="checkbox"/> M <input type="checkbox"/> F	7. RACE	8. DATE OF BIRTH (MM/DD/YYYY)	9. SOCIAL SECURITY NUMBER	10. STATE DRIVER'S LICENSE OR I.D. NUMBER
11. TELEPHONE NUMBER (No DSN number; include all international prefixes)			12. FAX NUMBER (No DSN number; include all international prefixes)	
13. EMAIL ADDRESS				
14. MY VOTING RESIDENCE ADDRESS (Required) (Military, use legal residence. Overseas citizens, use last legal residence in U.S.)				
15. NUMBER AND STREET (Do not use a P.O. Box)				
16. CITY, TOWN OR VILLAGE			17. COUNTY	18. STATE
19. ZIP CODE				
20. WHERE TO SEND MY VOTING MATERIALS				
21. MY CURRENT ADDRESS (Where I live now) (Required)			22. MY FORWARDING ADDRESS (NOTE: Complete 4b. only if you do not want your ballot mailed to the address in Block 4a.)	
23. MY POLITICAL PARTY PREFERENCE (Optional; may be required by states to register to vote in primary elections)				
24. ADDITIONAL INFORMATION (Designate the period for which you want to receive future ballots. See instructions. Consult your state pages of the Voting Assistance Guide for additional information requested)				
25. AFFIRMATION: (Required)				
I swear or affirm, under penalty of perjury, that:				
1. I am a member of the Uniformed Services or merchant marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and				
2. I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and				
3. I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and				
4. I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and				
5. My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the state deadline, whichever is later, and				
6. I have not received the requested ballot, and				
7. I understand that if my regular absentee ballot is received by the local election official in time to be counted, that ballot will be counted and this write-in ballot will be voided, and				
8. I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under state or Federal law and I have not been influenced, and				
9. I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my state has made special provisions to allow me to mail this ballot inside the U.S., and				
10. My signature and date below indicate when I completed this document, and				
11. The information on this form is true and complete to the best of my knowledge.				
I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.				
Signed: _____		Date: _____ (MM/DD/YYYY)		Signed: _____
				Date: _____ (MM/DD/YYYY)
Witness/Notary and Address (If required)				
The information contained herein is for official use only. Any unauthorized release of this information may be punishable by law.				



# Voting by Absentee Ballot

## Completing the FWAB:

- Jane is now ready to complete the write-in ballot, but before she does so, you explain to her that:
- The FWAB is used for Federal offices, so she can write in her preferred candidates for the Office of President and Vice President, U.S. Senator, and U.S. Representative.
- For each office, she may write in either a candidate's name or a political party designation.
- Some States have expanded the use of the FWAB for State and local offices as well, so she should check the VAG to see if her State allows her to write-in these offices.

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT	
PRESIDENT/VICE PRESIDENT	
U.S. SENATOR**	
U.S. REPRESENTATIVE/DELEGATE*** PRESIDENT COMMISSIONER**	
<small>** Legal residents of the District of Columbia may vote only for President/Vice President and Delegate. *** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.</small>	
<small>ADDENDUM Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the Voting Assistance Guide to determine your state's policy. If you are eligible to use this ballot to vote for official candidates other than those listed above, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote.</small>	
OFFICE	CANDIDATE NAME or PARTY AFFILIATION
State Governor	
<small>Standard Form 106 (Rev. 2005) (Separate here) (Use reverse side for additional space)</small>	

OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT
<b><u>SECURITY ENVELOPE</u></b>
(ONLY PUT VOTED BALLOT INSIDE THIS ENVELOPE)
<small>Standard Form 106 (Rev. 2005)</small>




# Voting by Absentee Ballot

- Next, Jane inserts (1) the sealed security envelope (containing the voted write-in ballot) and (2) the Declaration/Affirmation into the mailing envelope.

(1)

(2)



WARNING: Knowingly presenting false information in this application could result in criminal sanctions. (Standard Form 186)

**VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)**

I,                     , AM (Mark only one):

☐ A MEMBER OF THE UNIFORMED SERVICES OR MERCHANT MARINE ON ACTIVE DUTY, OR AN ELIGIBLE SPOUSE OR DEPENDENT

☐ A U.S. CITIZEN RESIDING OUTSIDE THE U.S. TEMPORARILY

☐ A U.S. CITIZEN RESIDING OUTSIDE THE U.S. PERMANENTLY

**FROM:**  
(Print name and current complete military or overseas mailing address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAR AVION

**MAILING ENVELOPE**  
International airmail postage is required if not mailed in the U.S. Postal System or APO/FPO System, or Diplomatic Pouch.

**OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL**

NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

**TO:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mailing Envelope**

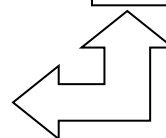
Standard Form 186 (Revised 2/01) (Standard Form 186) (Standard Form 186)

**OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT**

**SECURITY ENVELOPE**

(ONLY PUT VOTED BALLOT INSIDE THIS ENVELOPE)

Standard Form 186



## Voting by Absentee Ballot

- Jane looks in her State's section of the VAG for the mailing address of her local election official.
- She enters the complete address for the local election official on the FWAB mailing envelope.
  - If she is mailing her FWAB through the U.S. Post Office (including APO/FPO), she should not write "USA" in the address line of the mailing envelope, as this could cause delay.
  - If Jane was using a foreign country's postal service, she would have to apply local postage, and she should write "USA" in the address line of the mailing envelope.

## Voting by Absentee Ballot

- Next, Jane enters her mailing address in the upper left corner of the envelope – not her legal voting residence address.
- You remind Jane that before mailing, she needs to review the voter checklist that is provided on the mailing envelope.
- Notify Jane that, if possible, she should ask the mail clerk to hand stamp the FWAB envelope for proof of timely mailing.
- Finally, Jane places the FWAB in the mail.

FROM: (Use name and current complete mailing or overseas mailing address)  
**James Larry Smith**  
 Company FWAP  
 APO AP 54321

**ELECTION MAIL**

U.S. Postage Paid  
 10 USC 3406

PAR AVION

**MAILING ENVELOPE**  
 International return postage is required if not mailed in the U.S. Postal Service or APO/FPO System, or Diplomatic pouch.

**OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL**  
 NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0

To: Somewhere County Board of Elections  
Mayville Office Building  
100 Corner Street  
Mayville, CA 95555-2222



## Voting by Absentee Ballot

- Two days after mailing the FWAB, Jane receives her regular State absentee ballot. You advise Jane that she should vote and return the ballot immediately.
- The regular ballot must be signed, dated, and postmarked by the day of the election.
- If the regular ballot arrives by the deadline for receipt of absentee ballots, the State will count the regular ballot instead of the FWAB.
- Jane should return her regular ballot regardless of its receipt date because her State may allow late counting of these ballots from overseas citizens.

# Additional Resources

# Additional Resources

[www.fvap.gov](http://www.fvap.gov)

- The FVAP website provides:
  - All of the FVAP's informational materials
  - Election information
  - The online *Voting Assistance Guide*
  - The online Federal Post Card Application
  - The online Federal Write-In Absentee Ballot
  - Links to State election sites, Federal government sites and overseas U.S. citizen organizations
  - Additional information and resources for VAOs

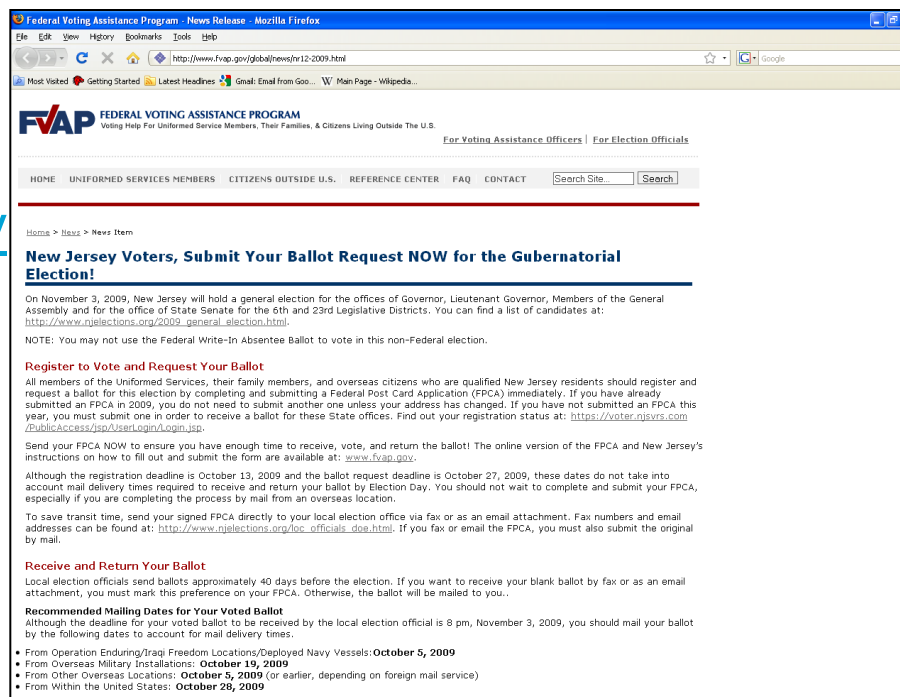
The screenshot displays the FVAP website's 'Absentee Voting Overview' page. At the top, the FVAP logo and tagline 'Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.' are visible. Navigation links include HOME, UNIFORMED SERVICES MEMBERS, CITIZENS OUTSIDE U.S., REFERENCE CENTER, FAQ, and CONTACT. A search bar is also present. The main heading is 'Absentee Voting Overview'. Below this, a process flow diagram shows four steps: 1. Complete the Registration/Absentee Ballot Request form and send it to your Election Official. 2. Election Official approves your Registration/Request and mails your ballot. 3. Complete the absentee ballot and return it to your Election Official. 4. Your vote is counted. A link 'To learn more about the absentee voting process, please go to [About Absentee Voting](#).' is provided. The page is divided into two main columns. The left column is titled 'To Vote Absentee, Start By Telling Us Who You Are' and contains two options: 'I am a uniformed service member or a family member.' and 'I am a citizen living outside the U.S.'. Each option includes a brief description and a 'Get Started' button. The right column features an 'Election Countdown' showing '469 Days' and a 'News' section with links to recent news items. At the bottom, a footer note states: 'If neither of these choices apply to you, please visit [www.canivote.org](http://www.canivote.org)'.

## Voting News Releases

Voting News Releases provide time-sensitive periodic news releases that inform and educate VAOs and UOCAVA citizens about the latest critical information on election dates, absentee registration, ballot request, and voting procedures.

➤ Voting News Releases are available online at [www.fvap.gov](http://www.fvap.gov) and sent directly via email to VAOs.

➤ Sign up to receive the Voting News Releases by sending an email to [vote@fvap.gov](mailto:vote@fvap.gov).



# Additional Resources

## Voter Registration Verification:

- Voters can verify their registration status online in 34 States, the District of Columbia, and Puerto Rico.
- Links to these “State Voter Registration Verification Websites” are provided at [www.fvap.gov](http://www.fvap.gov).






# Additional Resources

## Frequently Asked Questions (FAQs):

- FAQs for Overseas Citizens are available online and in the *Voting Assistance Guide*.
- The FAQs provides answers on a variety of *UOCAVA* and election topics, including:
  - Qualifying to Vote Absentee & Determining Where to Vote
  - Registering and Requesting an Absentee Ballot
  - Casting Your Vote
  - Problems Receiving a Ballot
  - Other Election Information

# Additional Resources

## 2010 Primary Election Dates:

2010 Primary Elections by State					
					
This chart lists the 2010 State primary election dates in all the States, the District of Columbia and U.S. Territories; primary runoff dates (if applicable); States with U.S. Senate races; number of U.S. Representative seats up for re-election, and gubernatorial races. The General Election is Tuesday, November 2, 2010.					
State	State Primary	State Runoff Primary (if necessary)	General Election		State Governor
			U.S. Senate	U.S. Representative	
Alabama	June 1	July 13	Yes	7	Yes
Alaska	August 24	-----	Yes	1	Yes
American Samoa	-----	-----	-----	1 Delegate	No
Arizona	August 31	-----	Yes	8	Yes
Arkansas	May 18	June 8	Yes	4	Yes
California	June 8	-----	Yes	53	Yes
Colorado	August 10	-----	Yes	7	Yes
Connecticut	August 10	-----	Yes	5	Yes
Delaware	September 14	-----	Yes	1	No
District of Columbia	September 14	-----	-----	1 Delegate	Mayor
Florida	August 24	-----	Yes	25	Yes
Georgia	July 20	August 10	Yes	13	Yes
Guam	September 4	-----	-----	1 Delegate	Yes
Hawaii	September 18	-----	Yes	2	Yes
Idaho	May 25	-----	Yes	2	Yes
Illinois	February 2	-----	Yes	19	Yes
Indiana	May 4	-----	Yes	9	No
Iowa	June 8	-----	Yes	5	Yes
Kansas	August 3	-----	Yes	4	Yes
Kentucky	May 18	-----	Yes	6	No
Louisiana	August 28 (1st Party)	October 2 (2nd Party)**	Yes	7	No
Maine	June 8	-----	No	2	Yes
Maryland	September 14	-----	Yes	8	Yes
Massachusetts	September 14	-----	No	10	Yes
Michigan	August 3	-----	No	15	Yes
Minnesota	September 14	-----	No	6	Yes
Mississippi	June 1	June 22	No	4	No
Missouri	August 3	-----	Yes	9	No
Montana	June 8	-----	No	1	No
Nebraska	May 11	-----	No	3	Yes
Nevada	June 8	-----	Yes	3	Yes
New Hampshire	September 14	-----	Yes	2	Yes
New Jersey	June 8	-----	No	13	No
New Mexico	June 1	-----	No	3	Yes
New York	September 14	-----	Yes	29	Yes
North Carolina	May 4	June 22	Yes	13	No
North Dakota	June 8	-----	Yes	1	No
Ohio	May 4	-----	Yes	18	Yes
Oklahoma	July 27	August 24	Yes	5	Yes
Oregon	May 18	-----	Yes	5	Yes
Pennsylvania	May 18	-----	Yes	19	Yes
Puerto Rico	-----	-----	-----	-----	-----
Rhode Island	September 14	-----	No	2	Yes
South Carolina	June 8	June 22	Yes	6	Yes
South Dakota	June 8	June 29	Yes	1	Yes
Tennessee	August 5	-----	No	9	Yes
Texas	March 2	-----	No	32	Yes
Utah	June 22	-----	Yes	3	No
Vermont	September 14	-----	Yes	1	Yes
Virgin Islands	September 11	-----	No	1 Delegate	Yes
Virginia	June 8	-----	No	11	No
Washington	August 17	-----	Yes	9	No
West Virginia	May 11	-----	No	3	No
Wisconsin	September 14	-----	Yes	8	Yes
Wyoming	August 17	-----	No	1	Yes

\*1st Party Congressional    \*\*State Primary, & 2nd Party Congressional Runoff if necessary  
 Note: Election information is current as of July 2009. Check your State election website or www.fvap.gov for additional details and updates.

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# Additional Resources

## 2010 Recommended Mailing Dates:

- From Operation Enduring/Iraqi Freedom, Deployed Naval Vessels: 4 weeks before the election
- From Other Overseas Military Installations: 3 weeks before the election
- From Other Overseas Locations: 4 weeks before the election (depending on foreign mail service)
- From Within the United States: 1 week before the election



## Contact FVAP

Website: [www.fvap.gov](http://www.fvap.gov)  
Email: [vote@fvap.gov](mailto:vote@fvap.gov)  
Phone: Commercial: 703-588-1584  
Toll-free: 800-438-VOTE (8683)  
DSN: 425-1584

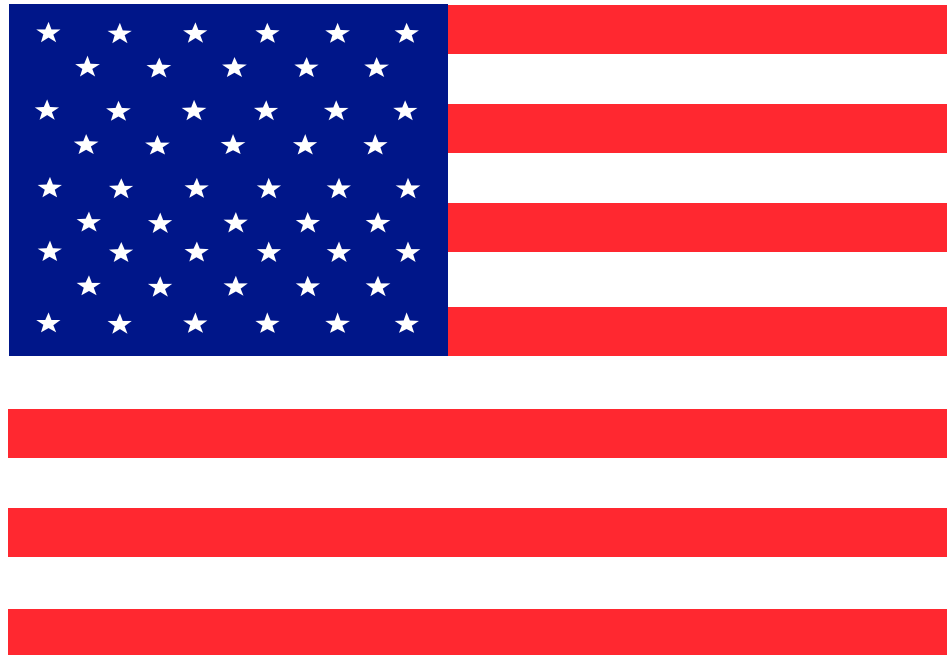
Twitter: [twitter.com/fvap](https://twitter.com/fvap)  
Facebook: [www.facebook.com/dodfvap](https://www.facebook.com/dodfvap)

Toll-free commercial phone numbers from 67 countries (list available at [www.fvap.gov](http://www.fvap.gov))

Toll-free commercial fax numbers from 51 countries (list available at [www.fvap.gov](http://www.fvap.gov))

## Quick Review

The following is a quick review of the main points to remember from this training program. After you finish the review, you may complete the Certificate of Training.



## Quick Review

- Individuals covered under UOCAVA include:
  - Active duty members of the Uniformed Services
  - Uniformed Service family members
  - Members of the Merchant Marine
  - Merchant Marine family members
  - Civilians residing outside the United States
- VAOs help to ensure that U.S. citizens understand their voting rights and how to register and vote absentee under *UOCAVA*
- The FVAP biennial Voting Action Plan and DOD Directive 1000.4 establish policy and guidelines for an effective voting assistance program

## Quick Review

- The primary resources for a VAO include:
  - The *Voting Assistance Guide*
  - The FVAP website
  - The Service Voting Action Officer (SVAO)
- An effective voting assistance plan includes:
  - Distributing voting materials in a timely manner
  - Displaying the Election Dates and motivational posters
  - Planning voting assistance activities
- All States have two basic voting requirements
  - A voter must be a citizen of the U.S
  - At least 18 years old (17 in some States if 18 by the general election)

## Quick Review

- The Federal Post Card Application (FPCA) can be used by UOCAVA voters to register and request a ballot
  - The FPCA is available online
  - Voters should send in a new FPCA in January of each year or if/when there is a change of address
- The Federal Write-In Absentee Ballot (FWAB) is a backup or emergency ballot that UOCAVA citizens can use in general elections for Federal office
  - The FWAB is available online
  - Citizens should submit FWAB no later than 30 days prior to the election
- The FVAP conducts in-person workshops in Washington D.C. and around the world





## Certification

Congratulations on completing the 2010-2011 Voting Assistance Officer Training! The following slide contains the Certificate of Completion. Please fill in your name, organization, command, or activity, and date at the bottom.

Thank you for your participation and for your service as a Voting Assistance Officer.



**Department of Defense**  
**Federal Voting Assistance Program**



# **Certificate of Training**

**On-Line/CD Rom Workshop for Voting Assistance Officers**

**Presented To**

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**Command, Activity or Organization, Location**

A handwritten signature in black ink, appearing to be "B. J. Smith", written over a horizontal line.

**Director, Federal Voting Assistance Program**

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**Date**



# **Federal Voting Assistance Program**

## **Department of Defense Civilian Voting Assistance Officers Self-Administered Training**